



**Common Council Meeting Minutes
Tuesday, November 15, 2022, at 6:30 p.m.
Chilton City Hall – Lower Level
42 School St., Chilton, WI 53014**

Pursuant to Section 19.84(2) and (3) of the Wisconsin State Statutes, notice is hereby given to the public, to the Tri-County News, the official newspaper of Chilton, and to those news media who have filed a written request for this notice that a meeting of the above-referenced was held at the date, time and location listed above.

This meeting was conducted both in City Hall and via remote conferencing due to a State of Emergency and federal, state, and local guidance on gatherings. Members of the public may join meeting through a Zoom link or call +1 312 626 6799 US (Chicago), Meeting ID: 970 4854 9352, Password: 434719.

Notice is hereby given that much of the Common Council of the City of Chilton, or a standing committee of that body were present at this meeting to gather information about the subject matter which they have decision making responsibility.

The above governmental body met to discuss and possibly act on the following agenda items as set forth below:

The regular meeting of the Chilton Common Council held at the Chilton City Hall was called to order at 6:30 p.m. by Mayor Tom Reinl.

ROLL CALL:

Council members Peggy Loose, Ron Gruett, Jon Kragh, Robbie Seipel, Rick Jaeckels, Kath Schmitzer, and Joe Schoenborn were present at roll call. Other city officials present were Mayor Tom Reinl, City Administrator David DeTroye, Chief of Police Craig Plehn, and Attorney Derek McDermott. Also in attendance was Betty Schilling, Rachael Siehs, and Dan DeTroye. Those in attendance recited the Pledge of Allegiance.

AGENDA: Motion by Gruett seconded by Schmitzer and carried by unanimous voice vote to approve the Common Council Agenda for November 15, 2022, as presented.

REPORT OF OFFICERS:

MAYOR – Tom Reinl –

- Mayor Reinl made mention of the spring 2023 election, which council members are up for re-election, and the dates papers can be distributed for office.

CITY ADMINISTRATOR - David DeTroye –

- After further debate and testing administration decided not to purchase the Workhorse payroll software. Was not as user-friendly as anticipated, so the \$3,000 purchase was disregarded.
- Final Plat has been received and recorded at County for Chillington Meadows Subdivision. Developer Agreement was also signed by Leon Church and the city.
- Contract with Chilton Area Chamber of Commerce has been signed, and the city has now completed all tasks associated with receiving and dispersing hotel taxes in 2023.
- South Madison Street project underway. Mainline of water and sewer to be reconstructed before individual laterals are replaced. If weather holds the contractor could potentially complete all work before Christmas.
- 1593 votes cast on November 8, 2022, which represents 73% of the registered voters in the city.

DIRECTOR OF PUBLIC WORKS – Chris Marx – No Report

CHIEF OF POLICE – Craig Plehn –

- The Department received from the State of the Wisconsin training and standards annual training reimbursement check.
- Robert Baldwin has successfully completed his background and will be starting his training in early December.
- The police department is currently taking donations for our local nursing home residents and is currently running a food drive for local families in need. Both drives run till December 8th. Thank you to all who have already donated.
- Everything is set for our annual Shop with a Cop event. The event is run by the Kiel, Chilton, Brillion, and New Holstein Police departments.
- Also, due to the positive fund-raising events by the Shop with a Cop program. the Shop with a Cop committee is also sponsoring a Blue Christmas event where the departments can provide gifts and gift cards to local families in their respective communities that are in need during the holiday season.
- Captain Kvalheim has set up CPR training for the entire city Staff. This training will take place February 1st.
- I am currently working with Jim Schuessler to set up Spanish for law enforcement. This training will hopefully provide our officers with some knowledge dealing with the language barrier when they encounter individuals that cannot speak English.
- We have currently applied and received our bullet proof vest grant from the federal government. We replace our bullet proof vests every 5 years. Unfortunately, due to inflation the total exceeded what we had budgeted a year ago. We will use non-lapsing funds to cover the deference. \$650.

Minutes: Motion by Schmitzer, seconded by Schoenborn and carried by unanimous voice vote to approve the minutes of the council meeting held on November 1, 2022.

Operator Licenses – Motion by Jaeckels, seconded by Seipel and carried by unanimous voice vote to approve an operator permit for Jessica Bursinger as approved by the police department.

Payment of Bills: Motion by Jaeckels, seconded by Seipel to pay all bills.

Roll Call Vote: Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 6 – 0 motion carried. Schmitzer abstained.

Audience Participation: None

New Business:

1. Water & Sewer Utility Replacement Quote 114 Oak Street – Alfson Excavating – Estimate received from Alfson Excavating LLC for the city portion of the water and sewer lateral replacement for 114 Oak Street. Funds for the project would be taken from the water and sewer utility accounts. Motion by Gruett, seconded by Jaeckels to approve \$7,000 payable to Alfson Excavating LLC for the sewer and water lateral replacement at 114 Oak Street with funds to be taken from the water and sewer utility accounts. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.
2. Annual Personnel Manual Revisions for 2023 – Resolution 1884, approved on March 1, 2022, declares that the personnel manual for employees of the City of Chilton is to be updated annually. Updates in section 10.05, 10.06, and 17.03 were discussed. New language was presented for each of the sections for clarification. Administrator DeTroye also mentioned that the per diems were still in order and did not require change. Motion by Jaeckels, seconded Schmitzer and carried by unanimous voice vote to approve changes to the city personnel manual as presented. Copies of the changes are to be distributed to all city personnel.
3. Grant writing opportunities – Klinkner Park - WEDC Vibrant Spaces Grant & T-Mobile Hometown Grant – Permission needed to grant write when matching funds are required. Both grants would be written by Administrator DeTroye and submitted on behalf of the city for proposed improvements in Klinkner Park. Motion by Jaeckels, seconded by Loose and carried by unanimous voice vote to approve grant writing for Klinkner Park.
4. Agreement for Professional Services – McMahon Engineering – Highway Y Survey & Topography – Initial engineering and design work for the Highway Y/East Main Street Reconstruction project

scheduled for 2023. Funds for the engineering and topography were budgeted for in 2022. 50% of the \$18,800 cost will be reimbursed by the County. Motion by Jaeckels, seconded by Schoenborn to approve the professional service agreement with McMahon Engineering for \$18,800 utilizing budgeted funds for the project with 50% of the cost to be shared by the county. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.

5. Presentation of 2023 Budget – (Packet + Separate Handouts) – Mayor Reinl did a thorough overview of the 2023 proposed budget, wage and benefit report, and explanation of employee health care options for the council. Mayor Reinl also described the retention incentive that is proposed and asked if the council had any further input, issues, concerns, or questions. A lengthy discussion ensued on various portions of the proposed budget, and all inquiries and questions were answered regarding the proposal.
6. Discussion – 2023 Budget Proposal(s) – Option for Additional Borrowing for Park Projects – No action taken as the mayor described the levy rates that were established for Calumet County as well as the School District had been returned higher than anticipated. With the city portion of the tax bill currently at \$5.89 per 1000, it was suggested that no additional long-term debt be added.
7. Motion to set public hearing for 2023 Budget & Levy – November 29, 2022, 6:35 pm. – Motion by Loose, seconded by Seipel to set a public hearing for November 29, 2022, at 6:35 pm for adoption of the proposed 2023 city budget and to set the proposed levy. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.
8. Resolution 1893 – Fixing Salaries for employees other than city officials – Motion by Schmitzer, seconded by Jaeckels to approve Resolution 1893 – Fixing Salaries for employees other than city officials and waive the reading. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.
9. Resolution 1894 – Establishing Wage & Benefits for Department of Public Works Employees – Motion by Loose, seconded by Jaeckels to approve Resolution 1894 - Establishing Wage & Benefits for Department of Public Works Employees and waive the reading. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.
10. Resolution 1895 – Establishing Salaries for Fire Department – Motion by Jaeckels, seconded by Loose to approve Resolution 1895 - Establishing Salaries for Fire Department and waive the reading. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.
11. Resolution 1896 – 3% Employee Retention Incentive – Motion by Loose, seconded by Schmitzer to approve Resolution 1896 approving a 3% employee retention incentive utilizing ARPA funds and waive the reading. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.
12. Ordinance 1200 – Salaries for City Officials – Council member Schoenborn opened the discussion by suggesting that the council members should consider a raise in meeting pay. A lengthy discussion ensued. Attorney McDermott did inform the council members that state law does not allow for immediate pay increases if passed by vote. Instead, the new rate would be realized after each of the council members was re-elected to their current position. Pay increase for the mayor was also suggested and Mayor Reinl deferred. Motion by Schoenborn, seconded by Schmitzer to approve Ordinance 1200 salaries for city officials with alderman meeting pay to be changed from \$45 per meeting to \$60 per meeting. Roll Call Vote: Schmitzer, Jaeckels, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. Loose cast nay. 6 – 1 motion carried.
13. Ordinance 1201 – Salary & Benefits for Chief of Police – Motion by Schmitzer, seconded by Gruett to approve Ordinance 1201 salary and benefits for the Chief of Police and waive the reading. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.
14. Ordinance 1202 – Salary & Benefits for Police Department Captain – Motion by Loose, seconded by Schoenborn to approve Ordinance 1202 salary and benefits for the Police Captain and waive the

reading. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.

15. Ordinance 1203 – Salary & Benefits for the City Administrator/Clerk/Treasurer - Motion by Schoenborn, seconded by Loose to approve Ordinance 1203 salary and benefits for the City Administrator/Clerk/Treasurer and waive the reading. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.
16. Ordinance 1204 – Amending Chapter 40 – Accessory Building Setbacks – Language added to Chapter 40-8 that clarifies that construction of accessory structures must include eaves and overhangs within the required setback. Motion by Schmitzer, seconded by Loose to approve Ordinance 1204 amending chapter 40-8 of the municipal code and waive the reading. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.
17. Ordinance 1205 – Amending Chapter 42 – Swimming Pool Setbacks – Language added to Chapter 42-5 that clarifies the swimming pool location requirements. Motion by Loose, seconded by Schoenborn to approve Ordinance 1205 amending Chapter 42-5 of the municipal code and waive the reading. Roll Call Vote: Schmitzer, Jaeckels, Loose, Seipel, Kragh, Gruett, and Schoenborn all cast Aye votes. 7 – 0 motion carried.

Communication:

1. Chilton Housing Authority agenda & minutes were distributed.
2. Library Board agenda & minutes were distributed.

Adjournment: Motion by Loose seconded by Jaeckels to adjourn at 7:50 pm.
Unanimous voice vote and carried to approve.

Meeting Minutes Prepared by:
David DeTroye
City Administrator/Clerk/Treasurer